On your Computer Folder on a Mac

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| 1. Open Outlook. Go to Outlook in the Menu bar, choose Preferences. | C:\Users\Admin\Desktop\email1.png |
| 1. Click General. Make sure that Hide On My Computer folders is UNCHECKED. Grouping Similar folders is optional, but makes it simpler to identify what is where. | C:\Users\Admin\Desktop\email2.pngPreference_OnCompFolderMac.png |
| 1. Close General Preferences window. Hold down the Control key while Clicking On My Computer and Choose New Folder. Name your folder. 2. Drag or move emails that you DO NOT NEED TO ACCESS FROM ANY OTHER COMPUTER to the folder | ONComputerFolder_Mac.png |